

Man-U Service Contract Trust Fund Electronic Contribution Website User Manual

This guide is intended to show you the quick and easy way to enter contributions using your new contributions website. This guide will walk you through the following:

- How to process a new contribution form
- How to process payments via ACH or Check.
- How to modify a saved contribution form
- How to upload a file to the electronic contributions site using a CSV File
- How to copy/modify a previous contribution form
- How to view and delete contribution forms
- How to pay multiple saved invoices

Web Address: <http://manuemployers.org/>

Friday, March 11, 2022

My Profile Logout

Man-U Service Contract Trust Fund

Welcome Democontractor Last Signed In: Friday, March 11, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Introduction

You now have the power to access information 24 hours a day, 7 days a week.

To Navigate this site:

- Click on a header on the top. This opens your submenu options.

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

News / Events

No news is available.

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- **To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a username and password for your account.**
- **If you have any difficulty when creating your account, please call (410) 872-9500 and ask to speak with the Contributions Department, where someone will assist you.**

Let's Get Started

Friday, March 11, 2022

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Welcome Democontractor Last Signed In: Friday, March 11, 2022

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Process Contribution
View All Contributions
Frequently Asked Questions

Introduction
You now have the power to access informat a week.

To Navigate this site:

- Click on a header on the top. This opens your submenu options.

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- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

News / Events
No news is available.

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- **To begin entering employee contribution information, mouse over the Electronic Contribution tab and select Process Contribution as shown above.**
 - **This option will allow you to create and process contributions.**

Processing Contributions

The screenshot displays the Man-U Service Contract Trust Fund website interface. At the top left is the logo for Man-U Service Contract Trust Fund. The main header reads "Man-U Service Contract Trust Fund". On the top right, the date "Friday, March 11, 2022" and links for "My Profile" and "Logout" are visible. Below the header is a navigation bar with tabs for "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" tab is active. The main content area is titled "Electronic Contribution" and contains the instruction "Select the contractor from the list to submit your contributions". The form includes fields for "Select Contractor:" (set to "Benesys | Test Contractor"), "Work Start Date:" (set to "2/1/2022"), and "Work End Date:" (set to "2/28/2022"). The "Process Contribution:" dropdown menu is open, showing options: "Enter New Contribution", "Modify / Submit Saved Contribution", "Upload Contribution File", and "Copy / Modify Previous Report Form". The "Enter New Contribution" option is highlighted with a red box. There is also a "Report no Hours" checkbox and "Submit" and "Cancel" buttons at the bottom of the form. The footer contains links for "Privacy Statement" and "Terms Of Use" and a copyright notice "© 2022 by BeneSys, Inc."

- **Enter New Contribution** – This allows manual entry of your contribution form
- **Modify / Submit Saved Contribution** – Allows you to retrieve a previously entered and saved contribution form
- **Upload Contribution File** – Allows you to upload a data file exported from your payroll system (.CSV or .TXT format) directly to the website
- **Copy / Modify Previous Report Form** – This option will allow you to retrieve a previous month's submitted contribution form and copy the information to the current month's contribution form

Entering a New Form

The screenshot shows the Man-U Service Contract Trust Fund web application. At the top left is the logo with the text "Man-U Service Contract Trust Fund". The top right shows the date "Friday, March 11, 2022" and links for "My Profile" and "Logout". Below the header is a navigation bar with tabs: "Home", "Electronic Contribution" (selected), "Contribution Payment", "Employer Information", "News", and "Contact Us". The main content area is titled "Electronic Contribution" and contains the instruction "Select the contractor from the list to submit your contributions". The form includes the following fields: "Select Contractor:" with a dropdown menu showing "Benesys | Test Contractor"; "Work Start Date:" with a date picker set to "2/1/2022"; "Work End Date:" with a date picker set to "2/28/2022"; "Process Contribution:" with a dropdown menu showing "Enter New Contribution"; "Contribution Type:" with a dropdown menu showing "Regular Contribution"; "CBA:" with a dropdown menu showing "Landscape Testing"; and a checkbox labeled "Report no Hours" which is currently unchecked. At the bottom of the form are "Submit" and "Cancel" buttons. The footer contains links for "Privacy Statement", "Terms Of Use", and "© 2022 by BeneSys, Inc."

1. Select the Contractor: If you only submit contributions for one contractor, that contractor will show by default and you won't have other contractors to select from. If you have a login that allows you to submit contributions for multiple contractors, click the drop-down arrow and a list of contractors you submit for will show, from which you can select the desired contractor.
2. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
3. Select Enter New Contribution.
4. The contribution type should always be Regular Contribution.
5. Select the appropriate CBA based on the work you are reporting. This will pull the fringe rates for that CBA.
6. To report no work, please check the "Report no Hours" box.
7. Finally, click Submit to begin entry.

Enter a New Form - Contribution Entry

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My Profile Logout

Man-U Service Contract Trust Fund

Welcome Democontractor Last Signed In: Friday, March 11, 2022

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Contribution Entry Form

Contribution Batch

Contractor Name: Test Contractor Contractor Number: Benesys
 Batch Number: CW22-00000031 Work End Date: 02/28/2022
 CBA: LSCPT - Landscape Testing

[Rate Inquiry](#)
[Add Employee](#)
[Delete Employee](#)
[Save and Complete Later](#)
[Calculate Contribution](#)
[Cancel](#)

**Contact the Benefit Office to add new Work Classifications*

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Hours Paid	Flat Rate	Delete?
1	111111113	DEFAULT	JANE		DOE	145	126	0.00	<input type="checkbox"/>
2	111111112	DEFAULT	JOHN		DOE	75	70	0.00	<input type="checkbox"/>
3		DEFAULT				0.00	0.00	0.00	<input type="checkbox"/>

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- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add a new employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee's line and click Delete Employee.
- Enter the Hours Worked and Hours Paid amounts in the appropriate fields.
- Click Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

Enter a New Form – Calculate Contributions



Man-U Service Contract Trust Fund

Friday, March 11, 2022
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Welcome Democontractor Last Signed In: Friday, March 11, 2022

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Process Contribution

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	Benesys
Batch Number:	CW22-00000031	Work End Date:	02/28/2022
CBA:	LSCPT - Landscape Testing		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Hours Paid	Flat Rate	Amount	
DEFAULT	Test Contractor	220.00	196.00	0.00	\$490.00	View Details
TOTAL		220.00	196.00	0.00	\$490.00	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Hours Paid	Flat Rate	Amount	
111111113	DEFAULT	JANE		DOE	145.00	126.00	0.00	\$315.00	View Details
111111112	DEFAULT	JOHN		DOE	75.00	70.00	0.00	\$175.00	View Details
TOTAL					220.00	196.00	0.00	\$490.00	

Back Finalize Contribution Cancel

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- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee
- Use the [Back](#) button to return to the prior screen if you'd like to adjust work details for any employee. ***At no time*** should you use your browser's back button to return to a previous page (back arrow in upper left corner of your browser window). This will cause all previously entered information to be lost.
- When all the information you've entered is correct, click the [Finalize Contribution](#) button. Note: once you've clicked [Finalize Contribution](#), you cannot go back and make changes.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name:

Test Contractor

Fund Name	Units	Basis	Rates	Amount
Health & Welfare	196.00	Hours Paid	2.50000	\$490.00
				Total: \$490.00

Close

- This screen will display the Contractor details. Click close to return to the previous screen

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: JANE Last Name: DOE

Fund	Units	Basis	Rate	Amount
Health & Welfare	126.00	Hours Paid	2.50000	\$315.00
				Total: \$315.00

Close

- This screen will display the individual Employee details. Click close to return to the previous screen.

Enter a New Form - Finalize Contributions

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	Benesys
Batch Number:	CW22-00000031	Work End Date:	02/28/2022
CBA:	LSCPT - Landscape Testing		

INVOICE # CW22-00000012

Your Calculated Contributions for work ending 02/28/2022: **\$490.00**

Remittance Amount Due: **\$490.00**

Invoice #: CW22-00000012
* PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK(S).

Invoice Date: 03/11/2022

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Hours Paid	Flat Rate	Calc Hrs	Basis	Rate	Amount
DEFAULT	Health & Welfare	H&W	220.00	196.00	0.00	196.00	Hours Paid	2.50000	\$490.00
TOTAL									\$490.00

Employee Details:

Name	Work Class	HW	HP	F	H&W
DOE, JANE	DEFAULT	145.00	126.00	0.00	\$315.00
DOE, JOHN	DEFAULT	75.00	70.00	0.00	\$175.00
TOTAL		220.00	196.00	0.00	\$490.00

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- Clicking **Finalize Contribution** will take you to the above screen, which gives the below options.
 - **Pay Now** – Takes you to the next step so you can remit payment via Check or ACH.
 - **Print Invoice** – Use this option to print a copy of the invoice for your records
 - **Done** - Use this option to enter another contribution form before making your payment

Enter a New Form - Pay Invoice(s)



Man-U Service Contract Trust Fund

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Welcome Democontractor Last Signed In: Friday, March 11, 2022

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Pending Payment

Select Contractor: Benesys | Test Contractor

* Invoice Begin Date: 2/11/2022

Invoice Number:

* Invoice End Date: 3/11/2022

Search Clear

1. In accordance with the Collection Procedures, contribution reports and payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the ManU Service Contract Trust Fund, all payments received past the due date of the contribution are subject to liquidated damages of the greater of: (a) ten percent (10%) of delinquent contributions and (b) Interest will accrue at a rate of fifth teen percent (15%) per annum to be assessed from the delinquent date, until delinquent contributions are paid in full.

Pending Invoice:

Select Invoice Cancel

☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000012	02/28/2022	LSCPT	Landscape Testing	Benesys	\$490.00	DEMOCONTRACTOR	03/11/2022

Select Invoice Cancel

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- After selecting Pay Now, you will be taken to the Pending Payment page which will show all contribution forms entered on the website that have not yet been paid. Here, you will select the open invoice(s) you would like to remit payment for (via Check or ACH).
- Once you check the box(es) to the left of the invoice(s) desired, click the Select Invoice button.

Enter a New Form - Pay Invoice(s)

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$490.00

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

1. In accordance with the Collection Procedures, contribution reports and payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the ManU Service Contract Trust Fund, all payments received past the due date of the contribution are subject to liquidated damages of the greater of: (a) ten percent (10%) of delinquent contributions and (b) Interest will accrue at a rate of fifth teen percent (15%) per annum to be assessed from the delinquent date, until delinquent contributions are paid in full.

Pending Invoice:

<input checked="" type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000012	02/28/2022	LSCPT	Landscape Testing	Benesys	\$490.00	DEMOCONTRACTOR	03/11/2022

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- After clicking Select Invoice, the invoice(s) you've selected will show highlighted in orange and a "Payment Summary" will be displayed in the upper-left corner showing the total amount due for the selected invoice(s).
- If the amount is correct, click Make Payment.
 - Use the Edit Selection option if you selected the wrong invoice(s). This will allow you to change your selections.

Enter a New Form - Pay Invoice(s)

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-0000012	02/28/2022	Landscape Testing	Benesys	\$490.00
TOTAL				\$490.00

Total Invoice Amount : **\$490.00**
Invoice Adjustment Amount:
Total Amount Due: **\$490.00**
Adjustment Reason:

Pay By: ACH(Online) Check

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- Clicking Make Payment takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
 - Use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
 - When an adjustment amount is entered, you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment from a prior period).

Enter a New Form - Pay Invoice(s)

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000012	02/28/2022	Landscape Testing	Benesys	\$490.00
TOTAL				\$490.00

Total Invoice Amount : **\$490.00**
Invoice Adjustment Amount:
Total Amount Due: **\$490.00**
Adjustment Reason:

Pay By: ACH(Online) Check

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- Now select your Pay By type
 - If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).
 - First time ACH payments will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type.
 - This information will be saved for future contributions and only needs to be updated if it has changed.
 - If your company requires an Approver be notified when an ACH payment is processed, you can add them to the [Approver Email List](#).

Enter a New Form - Pay Invoice(s)

The screenshot displays the Man-U Service Contract Trust Fund website interface. At the top left is the logo for Man-U Service Contract Trust Fund. The main header reads "Man-U Service Contract Trust Fund". On the top right, the date "Friday, March 11, 2022" is shown, along with "My Profile" and "Logout" links. Below the header is a navigation bar with tabs: "Home", "Electronic Contribution", "Contribution Payment" (which is highlighted), "Employer Information", "News", and "Contact Us". The "Welcome Democontractor" message is on the left, and "Last Signed In: Friday, March 11, 2022" is on the right. The main content area is titled "ACH Payment" and contains a red warning message: "1. In accordance with the Collection Procedures, contribution reports and payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the ManU Service Contract Trust Fund, all payments received past the due date of the contribution are subject to liquidated damages of the greater of: (a) ten percent (10%) of delinquent contributions and (b) Interest will accrue at a rate of fifth teen percent (15%) per annum to be assessed from the delinquent date, until delinquent contributions are paid in full." Below this is a form box with the following fields: "Total Amount Due: \$490.00", "Bank Account Number: (Last 4 digits)", "Routing Number: (Last 4 digits)", "Bank Name:", "Account Type:", and "Settlement Date:" with a dropdown menu. There are "Add Bank Account" and "Cancel" buttons at the bottom of the form box. A note below the form box reads: "*Note:Click Edit Account to correct your bank account." At the bottom of the page, there are links for "Privacy Statement", "Terms Of Use", and "© 2022 by BeneSys, Inc."

○ **Once on the ACH Payment screen:**

- **Input a settlement date for when you would like the funds withdrawn from your account. Note that, because there is a 2 work day lag between when ACH transactions are submitted and when they are deposited into the fringe fund’s bank account, you must submit your payment at least 2 work days prior to when you want it to be considered paid.**
- **If you have an ACH block on your bank account, please make sure that you provide your bank the appropriate details in order for the payment to be processed.**
- **After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records. This information will also be saved under the Contribution Payments tab of the website.**

- **If you Select pay by check**, after you click **Submit** on the Make a Payment screen, you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check.



Man-U Service Contract Trust Fund

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Welcome Democontractor
Last Signed In: Friday, March 11, 2022

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Payment Confirmation

Payment Number:	PN22-00000004	Payment Type:	CHECK
Transaction Date:	3/11/2022 10:31:00 AM	Amount Due:	\$490.00
Total Invoice Amount:	\$490.00		
Mail Check To:	Man-U Service Contract Trust Fund 7130 Columbia Gateway Dr., Suite A. Columbia, MD 21046		
Invoice #:	CW22-00000013		

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Modify A Saved Contribution Form

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Man-U Service Contract Trust Fund

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: U20236 | GINKGO LANDSCAPES ▼

Work Start Date: 2/1/2022 ▼ Work End Date: 2/28/2022 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Enter New Contribution
Modify / Submit Saved Contribution
Upload Contribution File
Copy / Modify Previous Report Form

CBA: Report no Hours

Submit Cancel

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- If you select **Modify / Submit Saved Contribution** from the Electronic Contribution page, you can open a previously saved contribution form and continue from where you left off. Saved but unsubmitted contribution forms are only saved for 30 days. Once you submit a contribution form, however, it is saved permanently.

Modify A Saved Contribution Form

The screenshot shows the Man-U Service Contract Trust Fund web application. The header includes the logo on the left, the title "Man-U Service Contract Trust Fund" in the center, and the date "Friday, March 11, 2022" with "My Profile" and "Logout" links on the right. A navigation bar below the header contains "Welcome Democontractor" on the left and "Last Signed In: Friday, March 11, 2022" on the right. The main navigation menu includes "Home", "Electronic Contribution" (highlighted), "Contribution Payment", "Employer Information", "News", and "Contact Us".

The "Electronic Contribution" section is active, displaying the heading "Electronic Contribution" and the instruction "Select the contractor from the list to submit your contributions". The form contains the following fields:

- Select Contractor:** A dropdown menu with "Benesys | Test Contractor" selected.
- Process Contribution:** A dropdown menu with "Modify / Submit Saved Contribution" selected.
- *Batch Number:** A dropdown menu with a blank selection.

Below the dropdowns is a table with the following columns: "Batch Number", "CBA", "Work Start Date", and "Work End Date". The table is currently empty.

At the bottom of the page, there is a footer with links for "Privacy Statement", "Terms Of Use", and "© 2022 by BeneSys, Inc."

1. Select a saved batch by selecting its batch number from the Batch Number drop down list.
2. Click the Submit button.
3. The rest of the process is the same as entering a new contribution form (refer to instructions above).

Upload a Contribution File

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Last Signed In: Friday, March 11, 2022

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: Benesys | Test Contractor

Work Start Date: 2/1/2022 Work End Date: 2/28/2022

Process Contribution: Upload Contribution File

Contribution Type: Enter New Contribution
Modify / Submit Saved Contribution
Upload Contribution File
Copy / Modify Previous Report Form

CBA:

*File Name: Choose File | No file chosen

Submit Cancel

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- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
 2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
 3. Click the Browse button to find the .CSV or .TXT file you want to use.

Upload a Contribution File

Whether you export from your payroll system or you use Excel to create spreadsheets with employee information, you need to save your file as a .CSV or .TXT file. Simply select “File,” “Save As,” and choose .CSV or .TXT from the “Save as type” drop down list.

Below is the file format that must be used in order to upload contributions. The columns must be in this exact order or an error will occur and you will be unable to upload. A header line should not be used in your file (i.e. employee contribution information should begin in row 1). If a header line is included, it will cause errors when uploading.

	A	B	C	D	E	F	G	H
1	123456789	Default	Doe	John	L	160	160	0
2	147258369	Default	Doe	Jane	M	140	150	0
3								
4								

Work Class Codes

When uploading a contributions file, please be sure to only select work classes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All of the fund's work classes are shown below.

132	PRODUCTION C
2P-1	2P-1
2P-2	2P-2
2P-3	2P-3
BL-67P	BL-67P
COLL	Collection
DFLT	Default Work Classification
EE+1	EE+1
F-1	F-1
F-2	F-2
F-3	F-3
FAM	FAMILY
FORE	Foreman
GFOR	General Foreman
JRNY	JOURNEYMAN
SNG	SINGLE

Upload a Contribution File

The screenshot displays the Man-U Service Contract Trust Fund web application interface. At the top left is the logo for Man-U Service Contract Trust Fund. The main header reads "Man-U Service Contract Trust Fund". On the top right, the date "Friday, March 11, 2022" is shown, along with "My Profile" and "Logout" links. Below the header is a navigation bar with tabs: "Home", "Electronic Contribution" (which is highlighted), "Contribution Payment", "Employer Information", "News", and "Contact Us". The main content area is titled "Contribution Entry Form". It features a "Contribution Batch" section with the following details: Contractor Name: Test Contractor; Contractor Number: Benesys; Batch Number: CW22-0000035; Work End Date: 02/28/2022; CBA: LSCPT - Landscape Testing. Below this section are several action buttons: "Rate Inquiry", "Add Employee", "Delete Employee", "Save and Complete Later", "Calculate Contribution", and "Cancel". A note states: "*Contact the Benefit Office to add new Work Classifications". At the bottom of the form is a table with the following data:

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Hours Paid	Flat Rate	Delete?
1	123456789	DEFAULT	John	L	Doe	160.00	160.00	0.00	<input type="checkbox"/>
2	147258369	DEFAULT	Jane	M	Doe	140.00	150.00	0.00	<input type="checkbox"/>
3		DEFAULT				0.00	0.00	0.00	<input type="checkbox"/>

At the bottom of the page, there are links for "Privacy Statement", "Terms Of Use", and "© 2022 by BeneSys, Inc."

- Upon clicking Submit, you should be taken to a screen that looks similar to the above. If, however, your data or file format is incorrect, you will receive an error message and the file will not be uploaded.
- Once the file has been successfully uploaded, you can proceed as if you were entering a new contribution form (refer to instructions above).

Copy/Modify Previous Report Form

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Man-U Service Contract Trust Fund

Welcome Democontractor Last Signed In: Friday, March 11, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: Benesys | Test Contractor

Work Start Date: 2/1/2022 Work End Date: 2/28/2022

Process Contribution: Copy / Modify Previous Report Form

* Invoice Number: Invoice Number | CBA | Work StartDate | Work EndDate

Check here to zero out hours and amounts from copied data

Submit Cancel

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- If you select Copy / Modify Previous Report Form from the Electronic Contribution page, you will be able to reuse electronic contribution data previously input into the system for the current month you are now entering. This option will auto-populate the same Employees (with SSN & names) as were previously used by you for the selected CBA. This can be beneficial when you consistently report on the same employees each pay period.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
 2. From the Invoice Number drop down list, select the Invoice you would like to copy.
 3. Check the box in the bottom left of the screen to zero out any information from the copied data. This will keep the same employees but zero out their form details so you can enter the correct amounts for this pay period.
 4. Click the Submit button.
 5. The rest of the process is the same as entering a new contribution form (refer to instructions above).

How to View Past Contribution Forms

The screenshot displays the Man-U Service Contract Trust Fund web application. At the top left is the logo for Man-U Service Contract Trust Fund. The main header reads "Man-U Service Contract Trust Fund". In the top right corner, the date "Friday, March 11, 2022" and links for "My Profile" and "Logout" are visible. Below the header is a navigation bar with tabs: "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" tab is active. Under this tab, there are three sub-links: "Process Contribution", "View All Contributions", and "Frequently Asked Questions". The "View All Contributions" link is highlighted with a red box. Below the navigation bar, the page title is "Electronic Contribution". The main content area contains a form with the following fields: "Select Contractor:" with a dropdown menu showing "Benesys | Test Contractor"; "Work Start Date:" with a date picker set to "2/1/2022"; "Work End Date:" with a date picker set to "2/28/2022"; "Process Contribution:" with a dropdown menu showing "Copy / Modify Previous Report Form"; and "*Invoice Number:" with a dropdown menu showing "Invoice Number | CBA | Work StartDate | Work EndDate". There is also a checkbox labeled "Check here to zero out hours and amounts from copied data" and "Submit" and "Cancel" buttons. At the bottom of the page, there are links for "Privacy Statement", "Terms Of Use", and "© 2022 by BeneSys, Inc."

- You can view all your previously submitted contributions by selecting the [View All Contributions](#) link as shown above.

How to View Past Contribution Forms

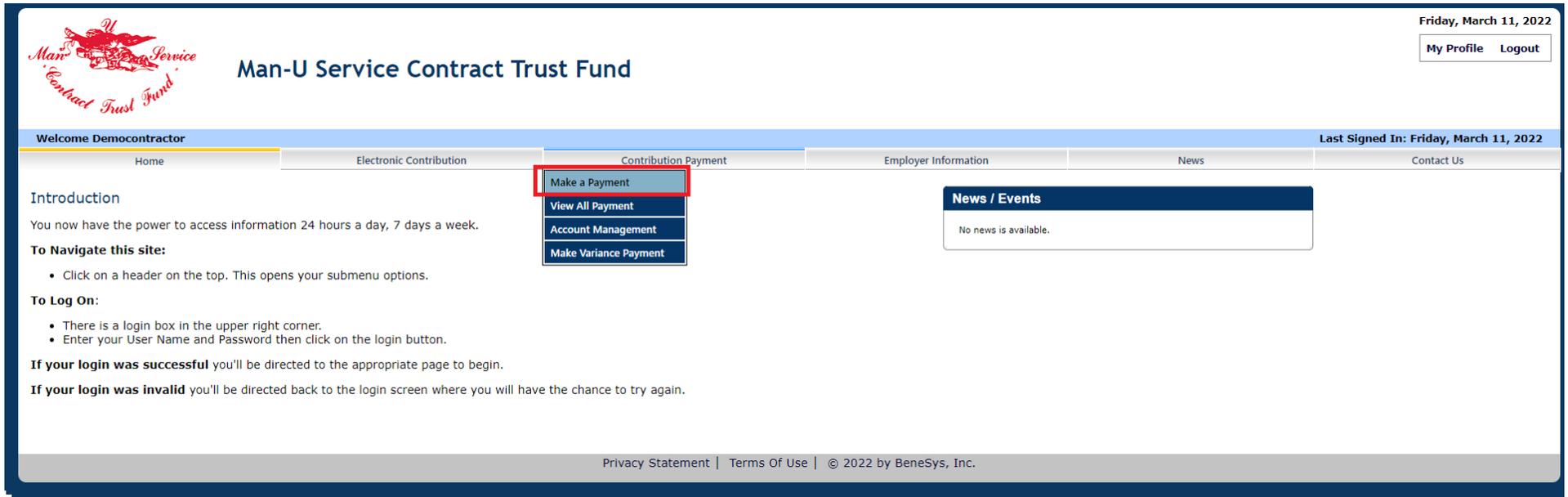
- Once on the **View All Contributions** screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their account is setup).
- Once you click the **Search** button it will show a screen with all past contribution forms for the contractor you've selected (see below).

How to View Past Contribution Forms

The screenshot shows the Man-U Service Contract Trust Fund web application. At the top left is the logo with the text "Man-U Service Contract Trust Fund". To the right, the date "Friday, March 11, 2022" and "My Profile Logout" are displayed. Below the header is a navigation bar with "Welcome Democontractor" and "Last Signed In: Friday, March 11, 2022". The main navigation menu includes "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" tab is active. Below the menu, there is a "View All Contributions" section with a search form. The search form includes a "Select Contractor" dropdown menu set to "Benesys | Test Contractor", "Begin Date" and "End Date" dropdown menus set to "2/11/2022" and "3/11/2022" respectively, and a "Search" button. A red "Special Note" is displayed below the search form. Below the note is a table of contribution forms with columns: Invoice #, Wrk Date, Section Code, Section, No. Empl, Cont No., Contractor, Amount, Status, Payment, Deposit Dt, Submitter, Trans. Dt, and Del. The table contains one row with the following data: Invoice # CW22-0000013, Wrk Date 02/28/2022, Section Code LSCPT, Section Landscape Testing, No. Empl 2, Cont No. Benesys, Contractor Test Contractor, Amount \$490.00, Status Pending, Payment CHK, Deposit Dt, Submitter DEMOCONTRACTOR, Trans. Dt 03/11/2022, and Del . Below the table is a "Delete Contribution(s)" button. At the bottom of the page, there is a footer with "Privacy Statement | Terms Of Use | © 2022 by BeneSys, Inc."

- If you wish to delete any of the invoices shown, you may do so from this screen, however, ***you can only*** delete invoices with a “Pending” status. To delete these invoices, check the box in the **Del** column next to the invoices to be deleted, then click the **Delete Contribution** button at the bottom of the page.
- To delete invoices with an “In Process” status, you will need to contact the fund office.
- Invoices with a “Paid” status cannot be deleted, as these have already been processed and entered into the contributions system.

How to Make Payments on Multiple Saved Forms



Friday, March 11, 2022

My Profile Logout

Welcome Democontractor Last Signed In: Friday, March 11, 2022

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Make a Payment
View All Payment
Account Management
Make Variance Payment

News / Events
No news is available.

Introduction
You now have the power to access information 24 hours a day, 7 days a week.

To Navigate this site:

- Click on a header on the top. This opens your submenu options.

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

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- If you have entered and saved multiple invoices and have not yet processed a payment for them, you can process one payment for multiple invoices, whether by Check or ACH.
- From the Contribution Payment dropdown menu choose Make a Payment (see above).

How to Make Payments on Multiple Saved Forms

Home | Electronic Contribution | **Contribution Payment** | Employer Information | News | Contact Us

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

1. In accordance with the Collection Procedures, contribution reports and payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the ManU Service Contract Trust Fund, all payments received past the due date of the contribution are subject to liquidated damages of the greater of: (a) ten percent (10%) of delinquent contributions and (b) Interest will accrue at a rate of fifteen percent (15%) per annum to be assessed from the delinquent date, until delinquent contributions are paid in full.

Pending Invoice:

No Pending Invoice available.

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Home | Electronic Contribution | **Contribution Payment** | Employer Information | News | Contact Us

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

In accordance with the Collection Procedures, contribution reports and payments are due on the 25th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Stone and Marble Masons of Washington, D.C. Area, all payments received past the due date of the contribution are subject to liquidated damages equal to 20%, plus interest at 12% per annum of delinquent contributions

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW21-00000019	09/30/2021	2-RBA16	Rubble & Caulk	BENESYS	\$3,263.70	DEMOCONTRACTOR	10/05/2021
<input type="checkbox"/>	CW21-00000015	09/30/2021	2-RBA16	Rubble & Caulk	BENESYS	\$3,795.00	DEMOCONTRACTOR	10/04/2021

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- Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.
- If you would like to filter the unpaid invoices, you can enter an Invoice Begin and Invoice End date to narrow or widen your search results.
- To pay invoice(s), check the box to the left of the Invoice Numbers you would like to pay, then click the Select Invoice button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).

Questions

For questions, enrollment, or training, please call (410) 872-9500 and ask to speak with the Contributions Department, where someone will assist you.